

JOB ANNOUNCEMENT

LEGISLATIVE COMMITTEE POLICY STAFF (Temporary Position)

CHILDREN AND FAMILY SERVICES - EARLY LEARNING

WASHINGTON STATE HOUSE OF REPRESENTATIVES

POSITION: The Washington State House of Representatives' Office of Program Research (OPR) is seeking candidates for a legislative committee policy staff position, which may be either a **RESEARCH ANALYST** or **COUNSEL**. The person selected to fill this position will provide staff support to the **House Children and Family Services Committee** with a particular focus on **early learning issues**. This is a full-time, temporary position expected to last through May 2007. The position is exempt from civil service.

DUTIES: OPR provides nonpartisan staff support to the members and committees of the Washington State House of Representatives in Olympia. Duties include:

- Conducting policy and legal research and analysis.
- Analyzing proposed legislation and/or policy options.
- Drafting bills, amendments, and bill reports.
- Developing and evaluating policy options to assist House members in meeting their goals.
- Presenting and explaining proposed legislation and staff reports to committee members.
- Managing agendas, scheduling, and meetings of the committee at the direction of committee leadership.

DESIRABLE QUALIFICATIONS:

- **Education and/or work experience in policies and/or programs relating to early learning.**
- Proven ability to perform high quality, objective research and analysis in a position requiring high levels of self direction.
- Excellent analytical, written, oral presentation, and organizational skills.
- A proactive, creative, flexible, and service-oriented approach to work.
- Demonstrated ability to deal effectively with the complex, difficult situations that are common in the fast-paced, high pressure legislative environment.
- Willing to work the long, irregular hours that are common during a legislative session.

EDUCATION: An advanced degree in public administration, social sciences, business, law, or allied field is desirable. Applicants for a Committee Counsel position must have a Juris Doctorate and hold membership in a state bar association.

EMPLOYEE BENEFITS: Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

SALARY: Salaries for professional legislative staff are competitive. The specific salary will depend on the candidate's education and experience.

Applicants should submit a letter of interest, current resume, and examples of your writing. Applicants are encouraged to submit application materials as soon as possible. Screening will begin immediately, and selection of the successful candidate may occur prior to the application deadline. Please submit application materials by August 28, 2006 to conte.ken@leg.wa.gov or the following address:

Staff Director
Office of Program Research
230 John L. O'Brien Building
P.O. Box 40600
Olympia, Washington 98504-0600

The Washington State House of Representatives is an equal opportunity employer. Persons with disabilities needing assistance in the application process, or needing this job announcement in an alternative format, should call (360) 786-7101 or TDD: 1-800-833-6388.